

Reference Guide

## **Timelines** Deleting a Timeline

Timelines are created for Children's Support Services (CSS), Special Educational Needs (SEN) and the Education, Health and Care Plan (EHCP).

A timeline is a set of predefined activities that a Caseworker or Administrative Officer follows when dealing with a particular type of involvement.

If a timeline has been associated with an involvement, a System Administrator must assign permissions to delete the timeline.

### Assigning Permissions to Delete a Timeline

To assign permissions to delete a timeline:

1. Select Focus | CSS Service Teams Administration | CSS Service Teams Enquiry to display the CSS Service Teams Definition page.

The Service Team Name is populated.

- 2. Select the Timelines can be Deleted check box-
- 3. Click the Save button.

For more information on setting up a service team, see *RG\_Services\_Service Teams*.

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1	01. CSS Service Team					
	Service Team Name	CSS_SEN_EHCP				
	Exclude Involvements from CSS/SEN Summary Reports by Default	×	Send To ContactPoint	×		
	ContactPoint Sensitive	×	Service Type			•
	Show Hearing Impairment	×	Show Visual Impairment	×		
	Service Telephone		Timelines can be Deleted	~		
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### **Deleting a Timeline**

To delete a timeline:

- Select Focus | People | Students | Student Details | Involvements to display the Involvement Summary page; the first panel is Timeline Details.
- 2. Click the **Delete Timeline** button; the following message displays:

Are you sure this timeline should be deleted? Once a timeline is deleted it cannot be retrieved. It will be completely removed from the system. However any Correspondence or Communication items which were generated from the timeline will remain in the system.

3. Click the Yes button to delete the timeline.

Deleting a timeline that is linked to an involvement does not affect the timeline template.

Correspondence and communication logs can be deleted via the **Communication Log** link in the **Links** panel.



#### Related Reference Guides:

- · RG Services Service Teams
- RG\_Involvements\_Creating an Involvement Form
- RG\_Timelines\_Creating a Timeline
- RG\_Timelines\_Using a Timeline
- RG\_Timelines\_Printing a Timeline
- RG\_Timelines\_Timeline Details Summary

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